



State of Washington

Intrastate Mutual Aid System Operations Manual

October 2012



Cover Photo:
Washington Department of Transportation "Gang Plow"
Taken by Washington State Trooper Guy Gill
January 18, 2012 during the January Winter Ice Storm

October 2012
Intrastate Mutual Aid Committee
Emergency Management Council
C/O Washington Military Department
Camp Murray, WA 98430

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RECORD OF REVISIONS

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INTRODUCTION

It is recognized that emergencies often overwhelm local government capability, go beyond jurisdictional boundaries, and that intergovernmental coordination is essential for the protection of lives and property. This cooperation is also essential for the maximum use of available resources. Under the *Revised Code of Washington 38.56 Intrastate Mutual Aid System* (see Attachment A) hereafter known as the Washington Mutual Aid Compact (WAMAC) member jurisdictions may request assistance from other member jurisdictions to prevent, mitigate, respond to, or recover from an emergency or disaster, or in concert with drills or exercises. Any resource of a member jurisdiction may be made available to another member jurisdiction.

Pursuant to the Intrastate Mutual Aid System, WAMAC is composed of and may be described as:

- Guidelines and procedures for implementing WAMAC;
- Actions taken in requesting aid for an emergency or disaster;
- Actions taken in responding to a request for aid; and,
- The committee and actions taken by the committee.

Note: The Washington Mutual Aid Compact (WAMAC) provides no immunity, rights or privileges to individuals that respond to an emergency that are not requested and authorized to respond by member jurisdictions, in accordance with the Act.

COMPACT MEMBERSHIP, PARTICIPATION, AND WITHDRAWAL

Pursuant to the Washington Mutual Aid Compact, every town, city and county of the state is automatically part of the Washington Mutual Aid Compact. Participation in the compact does not preclude member jurisdictions from entering into other agreements with other political subdivisions or Indian tribes to the extent provided by law. Participation does not supersede nor affect any other agreement to which a political subdivision is a party or may become a party.

An Indian nation or tribe located within the boundaries of the state may become a member jurisdiction upon adoption by the tribal government of a resolution declaring the tribe's desire to be a member jurisdiction and intent to comply with the provisions of the Intrastate Mutual Aid Compact Act and the guidelines and procedures adopted by the committee. Participation becomes official upon receipt by the Emergency Management Division (EMD) of the Washington Military Department of a copy of the resolution.

Member jurisdictions may elect to withdraw from or not participate in the compact, but need to adopt a resolution or ordinance declaring these intentions. Withdrawal becomes official upon receipt of a copy of the resolution or ordinance by the Emergency Management Division of the Washington Military Department.

BASIC PROVISIONS

LIMITATION ON AID

A responding member jurisdiction may withhold or withdraw requested assistance at any time and for any reason, in its sole discretion.

REQUEST FOR ASSISTANCE

1) JURISDICTION TO JURISDICTION

Requests for assistance from member jurisdictions can be made through the requesting jurisdiction's normal operating procedures. It is recommended to use the "best practice" shown below.

All resources deployments under WAMAC should be reported to the State Emergency Operations Officer (SEOO) in the Emergency Management Division of the Washington Military Department within 30 days of the deployment.

Best Practice

Requests for assistance shall be made by or through:

- The chief executive officer of a member jurisdiction, or
- The officer's designee(s).

Resource requests will contain the following information, at a minimum:

- Incident Name, Tracking Number, and Date and Time of request
- Name, title, and contact information for the person placing the resource request
- Name, title, and contact information for the person authorizing the request
- Resource information, as applicable:
 - S** – Size of resource
 - A** – Amount/Quantity of resource
 - L** – Location for resource to report/be delivered
 - T** – Type of resource needed
 - T** – Time for resource to report/be delivered and duration of the assignment
- Resource assignment details including:
 - Operating environment and conditions
 - To whom the resource will report
 - How it will be directed
 - Communications protocols
 - Other mission essential information

2) THROUGH AND TO STATE

A jurisdiction needing resources or assistance from another jurisdiction has the right to do so according to the Washington Emergency Mutual Aid System and can initiate the call for such. If a jurisdiction needs help making the request for assistance because they are overwhelmed, or they are unsure what to ask for, or they need help with technical specifications, or they do not have an updated Tel 1A list maintained by the State, etc., that jurisdiction can call the Washington State EMD Staff Duty Officer and ask them to make the request of other jurisdictions on their behalf

NEGOTIATION AND DEPLOYMENT COORDINATION

Consideration of requests and deployment coordination shall be done by or through:

- The chief executive officer of a member jurisdiction, or
- The officer's designee(s).

Upon receiving a request for assistance, member jurisdiction officers, or their designees, consider the request, determine availability, and **quickly** respond directly to the requesting party concerning whether or not they are able to fulfill the request. If a member jurisdiction is able to fulfill the request it provides the following minimum information, in the form of an offer of assistance:

- Variations from the original request, if any.
- Estimated cost of fulfilling the request¹, if any.
- Logistical requirements for the resource, if any.
- Estimated travel time from home base to designated reporting location.

A request does not constitute a binding agreement. Only after an authorized offer of assistance has been accepted by an officer or designee of the requesting jurisdiction is there an agreement, allowing deployment to begin.

Requests and deployment coordination may be done verbally or in writing. If verbal requests lead to deployments under WAMAC, the agreement is committed to writing within thirty days of the date on which the agreement was made. However, it is recommended that the written agreement be done concurrent with the verbal request and deployment coordination or at the earliest possible time immediately following. (See Attachment B for recommended form: "WAMAC Mutual Aid Request & Agreement".)

¹ A jurisdiction requesting aid under WAMAC deserves a timely, good-faith effort by other member jurisdictions to estimate the cost of fulfilling the request. The costs that are typically estimated in the negotiation/coordination phase include personnel and contract costs, travel, lodging, meals or per diem costs, and equipment operation, maintenance, and/or rental costs. The estimates should be based on known rates for the resources and existing jurisdictional procedures for reimbursement. The WAMAC Mutual Aid Request Form provides a worksheet for estimating the cost. If a member jurisdiction intends to donate all or part of the cost of providing assistance it can be indicated verbally and on the WAMAC MAR Form.

CONTROL OF RESOURCES

Member jurisdictions' resources (personnel, assets and equipment) are subject to the following conditions when deployed under WAMAC:

- Responding resources remain under the command and administrative control of the responding member jurisdiction for purposes that include standard operating procedures, medical insurance and other protocols;
- The responding member jurisdiction is responsible for tracking the resource's progress from the point of departure through arrival at the designated reporting location;
- Upon check-in at the designated reporting location resources deployed under WAMAC are under the operational control of the appropriate officials of the requesting member jurisdiction;
- The requesting member jurisdiction is responsible for directing, maintaining accountability for, and ensuring the well-being of resources deployed under WAMAC throughout the duration of the deployment;
- Excess resources must be released in a timely manner to reduce incident-related costs and to free up resources for other assignments;
- When the resource is no longer needed it will be promptly and safely demobilized;
- The requesting member jurisdiction is responsible for providing demobilization instructions even if a written demobilization plan has not been developed; and,
- Upon notification that a resource is to be demobilized, the responding member jurisdiction should track the resource's progress from the time it is released through arrival at home base.

PORTABILITY OF BONA FIDES

If a person holds a license, certificate, permit or similar documentation that evidences the person's qualifications in a professional, mechanical or other skill and the person is deployed under WAMAC, the person is:

- Considered to be licensed, certified, permitted or otherwise documented in the member jurisdiction receiving aid for the duration of the emergency or disaster or of the drills or exercises; and,
- Subject to legal limitations or conditions prescribed by the governing body or chief executive officer of the member jurisdiction receiving aid.

BENEFITS

If a person is an employee of a member jurisdiction that responds to a request for assistance under WAMAC and the person sustains injury in the course of providing the assistance, the person is entitled to all applicable benefits, including workers' compensation benefits, that are normally available to the person as an employee of the member jurisdiction that employs the person. If a person sustains injury that results in death, the person's estate shall receive additional state and federal benefits that may be available for death in the line of duty.

LIABILITY

Except as provided in Section 5 of the *Intrastate Mutual Aid System*, a person responding to a request for assistance by a member jurisdiction and who is under the operational control of that member jurisdiction is considered for the purposes of liability to be an employee of the requesting member jurisdiction.

REIMBURSEMENT

Responding member jurisdictions may decide not to request reimbursement, and may decide to donate all or a portion of the cost of the assistance to the requesting member jurisdiction. For example, a jurisdiction may only seek to recoup extra-budgetary or replacement costs associated with providing assistance.

The *Intrastate Mutual Aid System* states that a requesting member jurisdiction reimburse, to the extent permitted by law, each member jurisdiction that responds to a request for assistance and renders aid under WAMAC. As a general guideline, reimbursable costs are those that would normally be submitted for reimbursement and considered eligible as emergency costs under state and federal disaster assistance programs.

Requests for reimbursement shall be in accordance with procedures developed by the Washington Intrastate Mutual Aid Committee. Reimbursement should be for actual expenses incurred in rendering assistance pursuant to the actual agreement to provide assistance. Expenses that are typically considered reimbursable include:

- Personnel and contract costs
- Travel and lodging costs (at the federal General Services Administration rate)*
- Costs for meals (at the federal General Services Administration rate)*
- Equipment rental, maintenance and operating costs
- Costs to repair or replace equipment damaged during the assignment
- Costs to replace consumable materials and supplies used during the assignment

*GSA rates can be found at the following link: <http://www.gsa.gov/portal/category/21287>

To avoid duplication of payments, a responding member jurisdiction should not request reimbursement for costs that will be recouped through normal insurance mechanisms or where emergency costs are eligible for reimbursement through direct participation in state or federal assistance programs.

The WAMAC Assisting Jurisdiction Reimbursement (AJR) form should be utilized for this process (see Attachment C).

DISPUTE RESOLUTION

If a dispute regarding reimbursement arises between a member jurisdiction that requested assistance and a member jurisdiction that provided assistance under WAMAC, they agree to make every effort to resolve the dispute within thirty days (30) of written notice of the dispute provided by either party. If the dispute is not resolved within ninety days (90) from the date of the written notice, either member jurisdiction should:

- Request the Intrastate Mutual Aid Committee of the State's Emergency Management Council to resolve the dispute; or
- If one of the disputing member jurisdictions is an Indian nation or tribe, request arbitration pursuant to the commercial arbitration rules and mediation procedures of the American Arbitration Association.
- For disputes not involving tribes, the Intrastate Mutual Aid Committee should be the final arbiter of the dispute.

RECOMMENDED AFTER ACTION REPORT AND IMPROVEMENT PLAN

AFTER ACTION REPORT

After an exercise or an incident, all WAMAC member jurisdictions involved with mutual aid/assistance response are encouraged to meet and complete an After Action Report and consider creating an Improvement Plan. After action reviews and reports are typically carried out by WAMAC member jurisdictions that assisted in the WAMAC response.

It is recommended that all key players and groups involved in the response and recovery provide input. Therefore, if the incident is small and only involves a small number of WAMAC member jurisdictions, the affected agency may complete the After Action Report. If the incident is large and involves many agencies and jurisdictions, the Intrastate Mutual Aid Committee may coordinate the after action review and report process among all the participants.

The After Action Report can include a brief description of the incident, the actions taken, what went well and what needs to improve in the future.

IMPROVEMENT PLAN

The After Action Report, with its assessments and recommendations, serves as the basis for the Improvement Plan, which is sometimes referred to as a Corrective Action Plan. An Improvement Plan includes the broad recommendations for improvements, the agreed-upon corrective actions, a timeline for making the changes, and an assignment of responsibilities to individuals or organizations. Below are elements for an Improvement Plan:

- Measurable corrective actions
- Designated projected start date and completion date
- Corrective actions assigned to an organization and a point of contact within that organization
- Corrective actions continually monitored and reviewed as part of an organizational Corrective Action Program

Corrective actions developed to improve the efficacy of WAMAC will be assigned to the Intrastate Mutual Aid Committee. A record of corrective actions will be shared with the Director of the Emergency Management Division and the President of the Washington State Emergency Management Association.

INTRASTATE MUTUAL AID COMMITTEE

The Committee consists of five members appointed by the Director of the Emergency Management Division of the Washington Military Department and Chair who is the Military Department Representative to the Emergency Management Council. The members represent emergency management and response disciplines, political subdivisions and, if participating, Indian nations or tribes. Appointments shall be made for terms up to four years from the date of the appointment. The committee shall meet at least annually and may meet at the call of the presiding officer or as otherwise called by three of its members. The committee shall be attached to the Emergency Management Division of the Washington Military Department for administrative purposes only.

The committee shall:

- Review the progress and status of intrastate mutual aid;
- Assist in developing methods to track and evaluate the activation of the compact;
- Examine issues facing member jurisdictions in the implementation of intrastate mutual aid;
- Develop, adopt and disseminate comprehensive guidelines and procedures that address the following:
 1. Projected or anticipated costs of establishing and maintaining the compact;
 2. Checklists for requesting and providing assistance;
 3. Record-keeping for member jurisdictions;
 4. Procedures for reimbursing the actual and legitimate expenses of a member jurisdiction that responds to a request for aid through the compact; and,
 5. Other forms and tools required to implement the compact.
- Adopt other guidelines or procedures considered necessary by the committee to implement an effective and efficient compact.
- Resolve disputes in accordance with procedures that the committee develops and publishes.
- Review all After Action Reports

MAINTENANCE AND TRACKING USE OF THE COMPACT

All resource deployments under the Washington Mutual Assistance Compact should be reported to the Emergency Management Division of the Washington Military Department.

An annual report will be prepared on the condition and effectiveness of WAMAC with recommendations for correcting any deficiencies. This report will be shared with Director of the Emergency Management Division and the President of the Washington State Emergency Management Association.

Day-to-day administration of WAMAC shall be performed by the Emergency Management Division of the Washington Military Department at the request of the Intrastate Mutual Aid Committee.

POINTS OF CONTACT

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Chapter 38.56 RCW Intrastate mutual aid system

RCW Sections

- 38.56.010** Definitions.
- 38.56.020** Intrastate mutual aid system -- Established.
- 38.56.030** Member jurisdiction may request assistance from other member jurisdictions – Provisions.
- 38.56.040** Qualifications of emergency responders for the purposes of the requesting member jurisdiction.
- 38.56.050** Death or injury of emergency responder -- Benefits.
- 38.56.060** Emergency responder -- Not an employee of a requesting member jurisdiction.
- 38.56.070** Reimbursement for assistance provided.
- 38.56.080** Emergency responder of a responding member jurisdiction -- Tort liability or immunity.

38.56.010 Definitions.

The definitions in this section apply throughout this chapter unless the context clearly requires otherwise.

(1) "Assistance" means emergency responders and resources provided by a responding member jurisdiction in response to a request from a requesting member jurisdiction.

(2) "Department" means the state military department.

(3) "Emergency" means an event or set of circumstances that: (a) Demand immediate action to preserve public health, protect life, protect public property, or to provide relief to any stricken community overtaken by such occurrence; or (b) reach such a dimension or degree of destructiveness as to warrant the governor declaring a state of emergency pursuant to RCW [43.06.010](#).

(4) "Emergency responder" means an employee of a responding member jurisdiction who is designated in writing by that responding member jurisdiction as possessing skills, qualifications, training, knowledge, or experience that may be needed, pursuant to a request for assistance under this chapter, for: (a) Response, mitigation, or recovery activities related to an emergency; or (b) participation in drills or exercises in preparation for an emergency.

(5) "Operational control" means the limited authority to direct tasks, assignments, and use of assistance provided pursuant to a request for assistance under this chapter to address: (a) Response, mitigation, or recovery activities related to an emergency; or (b) participation in drills or exercises in preparation for an emergency. "Operational control" does not include any right, privilege, or benefit of ownership or employment such as disposition, compensation, wages, salary, pensions, health benefits, leave, seniority, discipline, promotion, hiring, or firing.

(6) "Political subdivision" means any county, city, or town in the state of Washington.

(7) "Requesting member jurisdiction" means a member jurisdiction that requests assistance from another member jurisdiction under this chapter.

(8) "Resources" includes supplies, materials, equipment, facilities, energy, services, information, systems, and other assets except for emergency responders that may be needed, pursuant to a request for assistance under this chapter, for: (a) Response, mitigation, or recovery activities related

to an emergency; or (b) participation in drills or exercises in preparation for an emergency.

(9) "Responding member jurisdiction" means a member jurisdiction providing or intending to provide assistance to a requesting member jurisdiction under this chapter. [2011 c 79 § 1.]

38.56.020 Intrastate mutual aid system — Established.

(1) The intrastate mutual aid system is established to provide for mutual assistance in an emergency among political subdivisions and federally recognized Indian tribes that choose to participate as member jurisdictions.

(2) Except as provided in subsection (3) of this section, member jurisdictions of the intrastate mutual aid system include:

(a) A political subdivision; and

(b) Any federally recognized Indian tribe located within the boundaries of the state of Washington upon receipt by the department of a tribal government resolution declaring its intention to be a member jurisdiction in the intrastate mutual aid system under this chapter.

(3)(a) A member jurisdiction is released from membership in the intrastate mutual aid system established under this chapter upon receipt by the department of a resolution or ordinance declaring that the member jurisdiction elects not to participate in the system.

(b) Nothing in this chapter may be construed to affect other mutual aid systems or agreements otherwise authorized by law, including the Washington state fire services mobilization plan and the law enforcement mobilization plan under chapter [43.43](#) RCW, nor preclude a political subdivision or Indian tribe from entering or participating in those mutual aid systems or agreements.

(4) Mutual assistance may be requested by, and provided to, member jurisdictions under this chapter for: (a) Response, mitigation, or recovery activities related to an emergency; or (b) participation in drills or exercises in preparation for an emergency. [2011 c 79 § 2.]

38.56.030 Member jurisdiction may request assistance from other member jurisdictions — Provisions.

A member jurisdiction may request assistance from other member jurisdictions under the intrastate mutual aid system for response, mitigation, or recovery activities related to an emergency, or to participate in drills or exercises in preparation for an emergency, subject to each of the following provisions:

(1) Prior to requesting assistance, a requesting member jurisdiction must: (a) Have determined an emergency exists within its territorial limits consistent with applicable law, rule, regulation, code, ordinance, resolution, or other applicable legal authority; or (b) anticipate undertaking drills or exercises in preparation for an emergency.

(2) The chief executive officer of a requesting member jurisdiction, or authorized designee, must request assistance directly from the chief executive officer, or authorized designee, of another member jurisdiction. If this request is verbal, it must be confirmed in writing within thirty days after the date of the request.

(3) A responding member jurisdiction may withhold or withdraw requested assistance at any time and for any reason, in its sole discretion.

(4) A responding member jurisdiction shall designate in writing all assistance it provides to a requesting member jurisdiction at the time provided consistent with the guidelines and procedures developed by the intrastate mutual aid committee, and deliver copies of this documentation to the requesting member jurisdiction within thirty days after the assistance is provided.

(5) The requesting member jurisdiction only has operational control of assistance provided under this chapter, which may not interfere with a responding member jurisdiction's right to withdraw assistance. [2011 c 79 § 3.]

38.56.040 Qualifications of emergency responders for the purposes of the requesting member jurisdiction.

An emergency responder holding a license, certificate, or other permit evidencing qualification in a professional, mechanical, or other skill, issued by the state of Washington or a political subdivision thereof, is deemed to be licensed, certified, or permitted in the requesting member jurisdiction for the duration of the emergency, drill, or exercise, subject to any limitations and conditions the chief executive officer of the requesting member jurisdiction may prescribe in writing. [2011 c 79 § 4.]

38.56.050 Death or injury of emergency responder — Benefits.

An emergency responder designated by a responding member jurisdiction under RCW [38.56.030](#)(4), who dies or sustains an injury while providing assistance to a requesting member jurisdiction as an emergency responder under this chapter, is entitled to receive only the benefits otherwise authorized by law for death or injury sustained in the course of employment with the responding member jurisdiction. Any such benefits provided by a responding member jurisdiction to an emergency responder must be included in the true and full value of assistance provided for purposes of reimbursement under RCW [38.56.070](#). [2011 c 79 § 5.]

38.56.060 Emergency responder — Not an employee of a requesting member jurisdiction.

An emergency responder is not an employee of the requesting member jurisdiction and is not entitled to any right, privilege, or benefit of employment from the requesting member jurisdiction, including but not limited to, compensation, wages, salary, leave, pensions, health, or other advantage. [2011 c 79 § 6.]

38.56.070 Reimbursement for assistance provided.

(1) A requesting member jurisdiction shall reimburse a responding member jurisdiction for the true and full value of all assistance provided under this chapter. However, if authorized by law, a responding member jurisdiction may donate assistance provided under this chapter to a requesting member jurisdiction.

(2) If a dispute regarding reimbursement arises between member jurisdictions, the member jurisdiction asserting the dispute shall provide written notice to the other identifying the reimbursement issues in dispute. If the dispute is not resolved within ninety days after receipt of the dispute notice by the other party, either party to the dispute may invoke binding arbitration to resolve the reimbursement dispute by giving written notice to the other party. Within thirty days after receipt of the notice invoking binding arbitration, each party shall furnish the other a list of acceptable arbitrators. The parties shall select an arbitrator; failing to agree on an arbitrator, each party shall select one arbitrator and the two arbitrators shall select a third arbitrator for an arbitration panel. Costs of the arbitration, including compensation for the arbitrator's services, must be borne equally by the parties participating in the arbitration and each party bears its own costs and expenses, including legal fees and witness expenses, in connection with the arbitration proceeding. [2011 c 79 § 7.]

38.56.080 Emergency responder of a responding member jurisdiction — Tort liability or immunity.

For purposes of tort liability or immunity, an emergency responder of a responding member jurisdiction is considered an agent of the requesting member jurisdiction. No responding member jurisdiction or its officers or employees providing assistance under this chapter is liable for any act or omission while providing or attempting to provide assistance under this chapter in good faith. For purposes of this section, good faith does not include willful misconduct, gross negligence, or recklessness. [2011 c 79 § 8.]

Chapter 38.52.040

Emergency management council — Members — Ad hoc committees — Function as state emergency response commission — Rules review — Intrastate mutual aid committee.

(1) There is hereby created the emergency management council (hereinafter called the council), to consist of not more than seventeen members who shall be appointed by the adjutant general. The membership of the council shall include, but not be limited to, representatives of city and county governments, sheriffs and police chiefs, the Washington state patrol, the military department, the department of ecology, state and local fire chiefs, seismic safety experts, state and local emergency management directors, search and rescue volunteers, medical professions who have expertise in emergency medical care, building officials, and private industry. The representatives of private industry shall include persons knowledgeable in emergency and hazardous materials management. The council members shall elect a chair from within the council membership. The members of the council shall serve without compensation, but may be reimbursed for their travel expenses incurred in the performance of their duties in accordance with RCW [43.03.050](#) and [43.03.060](#) as now existing or hereafter amended.

(2) The emergency management council shall advise the governor and the director on all matters pertaining to state and local emergency management. The council may appoint such ad hoc committees, subcommittees, and working groups as are required to develop specific recommendations for the improvement of emergency management practices, standards, policies, or procedures. The council shall ensure that the governor receives an annual assessment of statewide emergency preparedness including, but not limited to, specific progress on hazard mitigation and reduction efforts, implementation of seismic safety improvements, reduction of flood hazards, and coordination of hazardous materials planning and response activities. The council or a subcommittee thereof shall periodically convene in special session and serve during those sessions as the state emergency response commission required by P.L. 99-499, the emergency planning and community right-to-know act. When sitting in session as the state emergency response commission, the council shall confine its deliberations to those items specified in federal statutes and state administrative rules governing the coordination of hazardous materials policy. The council shall review administrative rules governing state and local emergency management practices and recommend necessary revisions to the director.

(3)(a) The intrastate mutual aid committee is created and is a subcommittee of the emergency management council. The intrastate mutual aid committee consists of not more than five members who must be appointed by the council chair from council membership. The chair of the intrastate mutual aid committee is the military department representative appointed as a member of the council. Meetings of the intrastate mutual aid committee must be held at least annually.

(b) In support of the intrastate mutual aid system established in chapter [38.56](#) RCW, the intrastate mutual aid committee shall develop and update guidelines and procedures to facilitate implementation of the intrastate mutual aid system by member jurisdictions, including but not limited to the following: Projected or anticipated costs; checklists and forms for requesting and providing assistance; recordkeeping; reimbursement procedures; and other implementation issues. These guidelines and procedures are not subject to the rule-making requirements of chapter [34.05](#) RCW.

[2011 1st sp.s. c 21 § 27; 2011 c 336 § 789; 2011 c 79 § 9; 1995 c 269 § 1202; 1988 c 81 § 18; 1984 c 38 § 5; 1979 ex.s. c 57 § 8; 1975-'76 2nd ex.s. c 34 § 82; 1974 ex.s. c 171 § 6; 1951 c 178 § 5.]

ATTACHMENT B – WAMAC REQUEST AGREEMENT (REQ-A)

SECTION I: TO BE COMPLETED BY THE REQUESTING JURISDICTION

| | | | |
|---------------------------|--|--------------------------|--|
| Select Exercise or Event: | | New or Amended #: | |
| Event Name: | | | |
| Date: | | Requesting Jurisdiction: | |
| State Mission TN #: | | Requesting Agency: | |

Requesting Jurisdiction REQ-A Contact:

| | | | | |
|--|-------------|--|------------|--|
| | First Name: | | Last Name: | |
| | Phone 1: | | Phone 2: | |
| | E-mail 1: | | E-mail 2: | |

| | |
|---------------|--------------|
| Mission Type: | Select Type: |
|---------------|--------------|

| | |
|----------------------|--|
| Mission Description: | |
| Resource Requested: | |

Deployment Dates (including travel days)

| | | | |
|---------------------------|-------------------------|-----------------|-----------|
| Mobilization: | | Demobilization: | |
| Date Needed: | | Date Released: | |
| Deployment Details | | | |
| Work Location/Facilities: | | | |
| | Location/Facility Name: | | |
| | Address 1: | | |
| | Address 2: | | |
| | City: | | Zip Code: |
| Working Conditions | | | |

| | | |
|--------------------------|-------------------------------------|--|
| | Working Conditions Comments: | |
| Living Conditions | | |
| | Living Conditions Comments: | |

| | | | | |
|---|---------------------------------|---|-------------------|--|
| Identify Health & Safety Concerns (select all that apply): | | | | |
| | | No Safety or Health Concerns have been identified | | |
| | | Immunizations or Vaccinations are suggested to deploy on this mission | | |
| | | Environmental Hazards Exist for this mission (identified below) | | |
| | | Personal Protection Equipment Needed | | |
| | Safety Concerns/Remarks: | | | |
| Requesting Jurisdiction Resource Coordination Contact: | | | | |
| | First Name: | | Last Name: | |
| | Title: | | Agency: | |
| | Phone 1: | | Mobile: | |
| | E-mail 1: | | E-mail 2: | |
| Staging Area and Point of Contact: | | | | |
| | POC First Name: | | Last Name: | |
| | Phone 1: | | Phone 2: | |
| | Location/Facility Name: | | | |
| | Address 1: | | | |
| | Address 2: | | | |
| | City: | | | |
| | Zip Code: | | | |

| | | | |
|--|--|--|--------------|
| The Authorized Signature below certifies that information contained herein accurately represents, to the best of their knowledge, the resource request at the time. | | | |
| Name of Authorized Representative: | | | |
| Signature of Authorized Representative: | | | Date: |

SECTION II: TO BE COMPLETED BY THE ASSISTING JURISDICTION

| | | | |
|---------------------------------------|--|--------------------------|--|
| | | | |
| Select Exercise or Event: : | | Requesting Jurisdiction: | |
| Event Name: | | | |
| Requesting Jurisdiction Mission TN #: | | EM Software TN #: | |
| Requesting Agency: | | | |

| | | | |
|--|--|------------------------------|--|
| The Authorized Signature below certifies that information contained herein is a mission estimate to be accepted or declined by the Requesting Jurisdiction. | | | |
| Name of Authorized Representative: | | | |
| Signature of Authorized Representative with date: | | Date: | |
| | | | |
| Date: | | New or Amended #: | |
| Assisting Jurisdiction: | | Assisting Jurisdiction TN #: | |
| Assisting Agency: | | EM Software TN #: | |

| | | | | |
|--|-------------|--|------------|--|
| Assisting Jurisdiction REQ-A Contact: | | | | |
| | First Name: | | Last Name: | |
| | Phone 1: | | Phone 2: | |
| | E-mail 1: | | E-mail 2: | |

| | |
|---------------|--------------|
| Mission Type: | Select Type: |
|---------------|--------------|

| | |
|----------------------------------|--|
| Mission Description: | |
| Resources Available: | |
| Resource Point of Contact | |

| | | | | |
|--|--------------------|--|-------------------|--|
| | First Name: | | Last Name: | |
| | Phone 1: | | Phone 2: | |
| | E-mail 1: | | E-mail 2: | |

| Deployment Dates (including travel days) | | | |
|--|------------------------|------------------------|-----------------------|
| Mobilization: | | Demobilization: | |
| | Date Available: | | Date Released: |

| MISSION COST ESTIMATE (Enter details on subsequent pages) | | | |
|---|----|-------------------------------|-------------------------------|
| Total Equipment, Commodity, Other, and Personnel Quantity & Costs | | | |
| Enter all equipment, commodity, other, and personnel details on tab labeled as such (Travel, Equipment, Commodities, Other, Personnel) on this worksheet. Totals for each category will automatically be updated below as data is entered on subsequent sheets. | | | |
| Total Travel Costs: | \$ | - | Total Equipment Costs: |
| | | | \$ |
| | | | - |
| Total Commodity Costs: | \$ | - | Total Other Costs: |
| | | | \$ |
| | | | - |
| Total Personnel on Mission: | 0 | Total Personnel Costs: | \$ |
| | | | - |
| Total Cost Estimate from REQ-A (This number is calculated from the data entered into the REQ-A Excel worksheets): | | | \$ |
| | | | - |
| Note: If you received a Mission Ready Package from the Resource Provider, enter the total under "Total Cost Estimate" below and attach complete Mission Ready Package to provide detailed costs. | | | |
| Total Cost Estimate from Mission Ready Package (please enter total and attach Mission Ready Package) | | | \$ |

SECTION II: TO BE COMPLETED BY THE ASSISTING JURISDICTION

| | | | |
|---------------------------------------|--|------------------------------|--|
| Requesting Jurisdiction Mission TN #: | | Assisting Jurisdiction TN #: | |
|---------------------------------------|--|------------------------------|--|

TRAVEL COSTS

| | | | |
|---|--|---|----|
| Total Personal Vehicle Expenses: | | Total Rental Vehicle Total Expenses: | |
| Total Governmental Vehicle Expenses: | | Total Air Travel Expenses: | |
| Total Meals & Tips (Receipt) Expenses: | | Total Meals & Tips (Per Diem Expenses): | |
| Total Lodging | | Total Parking Fee Expenses: | |
| Total Shipment and Transportation Expenses: | | Total Travel Costs from all Categories | \$ |

Identify and Transportation Requirements or comments concerning Travel:

SECTION II: TO BE COMPLETED BY THE ASSISTING JURISDICTION

| | | | |
|---------------------------------------|--|------------------------------|--|
| Requesting Jurisdiction Mission TN #: | | Assisting Jurisdiction TN #: | |
|---------------------------------------|--|------------------------------|--|

COMMODITY COSTS

| | |
|------------------------|----|
| Total Commodity Costs: | \$ |
|------------------------|----|

Enter Commodity Cost Details Below:

| Commodity Descriptions: | Cost: |
|-------------------------|-------|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| 7 | |
| 8 | |
| 9 | |
| 10 | |
| 11 | |
| 12 | |
| 13 | |
| 14 | |
| 15 | |
| 16 | |
| 17 | |
| 18 | |

SECTION II: TO BE COMPLETED BY THE ASSISTING JURISDICTION

| | | | |
|---------------------------------------|---|------------------------------|---|
| Requesting Jurisdiction Mission TN #: | 0 | Assisting Jurisdiction TN #: | 0 |
|---------------------------------------|---|------------------------------|---|

| OTHER ESTIMATED COSTS | |
|-----------------------|----|
| Total Other Costs: | \$ |

| Enter Other Cost Details Below: | | |
|---------------------------------|--|-------|
| Other Descriptions: | | Cost: |
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |
| 11 | | |
| 12 | | |
| 13 | | |
| 14 | | |
| 15 | | |
| 16 | | |
| 17 | | |
| 18 | | |

SECTION III: TO BE COMPLETED BY THE REQUESTING JURISDICTION

| | | | |
|---------------------------------------|--|------------------------------|--|
| Select Exercise or Event: | | New or Amended #: | |
| Event Name: | | | |
| Requesting Jurisdiction: | | Requesting Agency: | |
| Requesting Jurisdiction Mission TN #: | | | |
| Assisting Jurisdiction: | | Assisting Jurisdiction TN #: | |

| | | | |
|--|--|-------|--|
| <p>The Authorized Signature below certifies that they have reviewed Section II submitted by the Assisting Jurisdiction and agree to the estimated mission costs and requirements. The mission is accepted.</p> | | | |
| Name of Authorized Representative: | | | |
| Signature of Authorized Representative with Date: | | | |
| Date: | | Time: | |

End of Document